

## HOW TO USE ELECTRONIC FILING

### How to Electronically File the Annual Utility Report on Work Performed by Minority, Women, Veteran-Owned and Small Business Enterprises

The Illinois Commerce Commission has implemented an electronic filing system for accepting documents. The Annual Utility Report on Work Performed by Minority, Women, Veteran-Owned and Small Business Enterprises is accepted using this system.

The URL for the website is the following: <http://www.icc.illinois.gov/filings/mwvs/>



The screenshot shows a web browser window displaying the Illinois Commerce Commission website. The address bar shows the URL <http://www.icc.illinois.gov/filings/mwvs/>. The page header includes the ICC logo and name, along with the address: 527 East Capitol Avenue, Springfield, Illinois 62701. A search bar is present. The main navigation menu includes links for Consumers, Public Utility, Transportation, and About ICC. The page title is "Annual Utility Supplier Diversity Reports". The content area features a section titled "Annual Utility Supplier Diversity Reports" with a link to "Electronic Filing | Instructions". Below this, there is a detailed explanation of the reporting requirements under Section 5-117 of the Public Utilities Act, effective August 26, 2014. The text states that regulated gas, electric, and water utilities with 100,000 or more customers must submit annual reports on procurement goals and actual spending for minority-owned, women-owned, veteran-owned, and small business enterprises. The reports are due annually on April 15th, starting in 2015. A link to the "Annual Policy Meeting" is provided. The Commission has also invited organizations not required to file reports to do so voluntarily, with a link to find them. Below this, a section titled "Annual Utility Report on Work Performed by Minority, Women, Veteran-Owned and Small Business Enterprises" lists several companies and their report submission dates: Peoples Gas Light and Coke Company, The (February 3, 2014); Northern Illinois Gas Company d/b/a Nicor Gas Company (January 31, 2014); Ameren Illinois Company d/b/a Ameren Illinois (January 31, 2014); Commonwealth Edison Company (January 31, 2014); Northern Illinois Gas Company d/b/a Nicor Gas Company (February 1, 2013); Ameren Illinois Company d/b/a Ameren Illinois (February 1, 2013); Commonwealth Edison Company (February 1, 2013); and Peoples Gas Light and Coke Company, The (January 31, 2013). The footer includes links for Privacy, Agencies, Accessibility, Site Map, RSS Feeds, Contact Us, and Mobile Site, along with a "Select Language" dropdown and a copyright notice for 2015.

Notice on the right side the two links: Instructions and Electronic Filing. Instructions is a link to this document. Electronic Filing is a link to the filing website.

## HOW TO USE ELECTRONIC FILING

### Sign-on Page.

To file on-line, you must enter a user name, password, and domain in the appropriate fields. If you do not have an account, please visit the ICC Web Site and complete the External User Account Request Form <http://www.icc.illinois.gov/forms> and submit it to the ICC Help Desk. The ICC Help Desk may be reached at 217-782-9230.



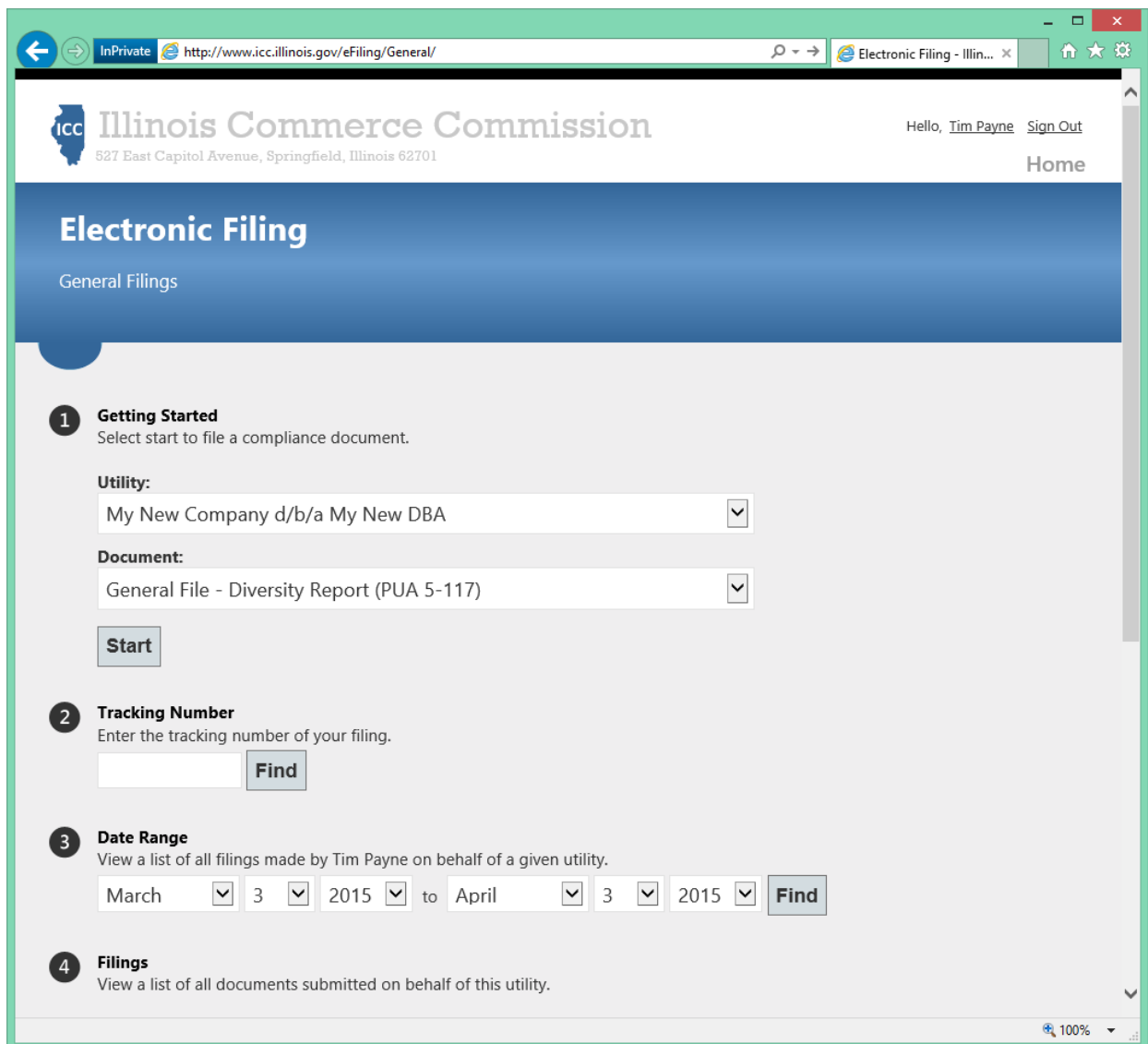
The screenshot shows a web browser window with the address bar displaying <https://www.icc.illinois.gov/eAccount/signin.aspx?SiteUrl=/eFiling/Genera>. The page title is "Sign In - Illinois Com...". The main content area is titled "Illinois Commerce Commission Web Access". Below the title, it says: "Please enter your user name, password, and domain. Also, you must enter the characters in the image. When finished, click the Continue button." The form includes three input fields: "User Name:", "Password:", and "Domain:". Below these fields are two links: "Listen" and "Reset". To the right of these links is a CAPTCHA image showing a sequence of black and white shapes. Below the CAPTCHA is a label "Enter characters:" followed by an input field. At the bottom of the form are two buttons: "Continue" and "Cancel". Below the buttons are two links: "Forgot your password?" and "Register for Account". At the very bottom, there is a copyright notice: "Copyright ©2011 Illinois Commerce Commission. All rights reserved."

## HOW TO USE ELECTRONIC FILING

### Welcome Page

After a successful sign-on, the Welcome page is displayed. On the Welcome page, you may:

1. Start an electronic filing.
2. Enter a tracking number to search for a filing.
3. View a list of all filings made by a filer on behalf of a given utility.
4. View a list of all documents submitted on behalf of this utility.
5. View a list of all individuals who may submit certain documents type for a given utility.



The screenshot shows a web browser window with the URL <http://www.icc.illinois.gov/eFiling/General/>. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne" with a "Sign Out" link. A "Home" link is also present. The main heading is "Electronic Filing" with a sub-heading "General Filings". The page contains four numbered sections:

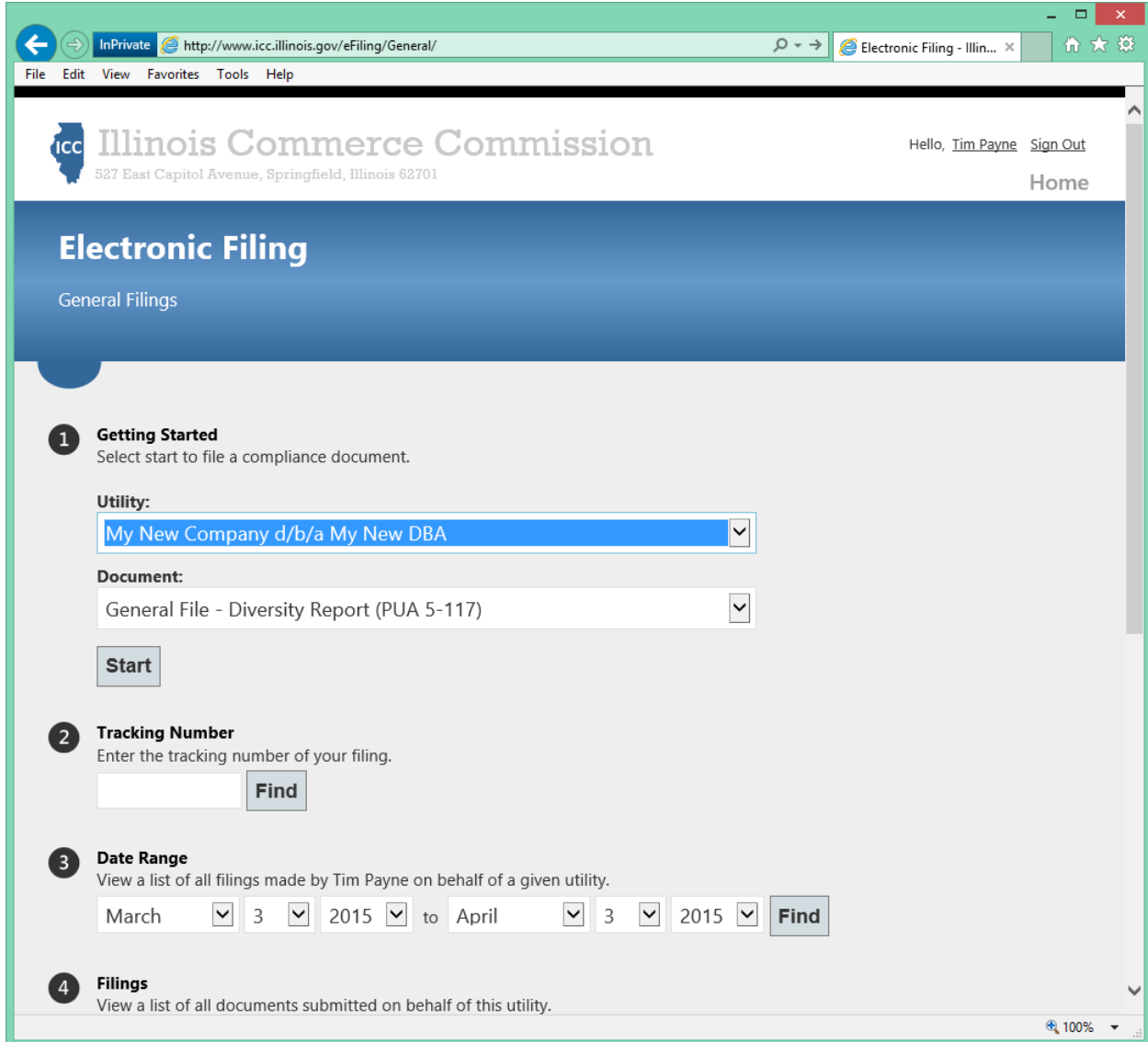
- 1 Getting Started**  
Select start to file a compliance document.  
Utility:   
Document:
- 2 Tracking Number**  
Enter the tracking number of your filing.
- 3 Date Range**  
View a list of all filings made by Tim Payne on behalf of a given utility.  
   to
- 4 Filings**  
View a list of all documents submitted on behalf of this utility.

The browser window shows standard navigation buttons (back, forward, home, star, settings) and a zoom level of 100%.

## HOW TO USE ELECTRONIC FILING

### Step 1: Select a utility from the list

The next step is to select the utility. To perform a filing for a utility, you must be authorized. The utility list shows all utilities under which you may file. If the utility list is empty, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.



The screenshot shows a web browser window with the URL <http://www.icc.illinois.gov/eFiling/General/>. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne Sign Out" with a "Home" link. A blue banner reads "Electronic Filing" with "General Filings" below it. The main content area is divided into four numbered sections:

- 1 Getting Started**  
Select start to file a compliance document.  
Utility:   
Document:
- 2 Tracking Number**  
Enter the tracking number of your filing.
- 3 Date Range**  
View a list of all filings made by Tim Payne on behalf of a given utility.  
   to
- 4 Filings**  
View a list of all documents submitted on behalf of this utility.

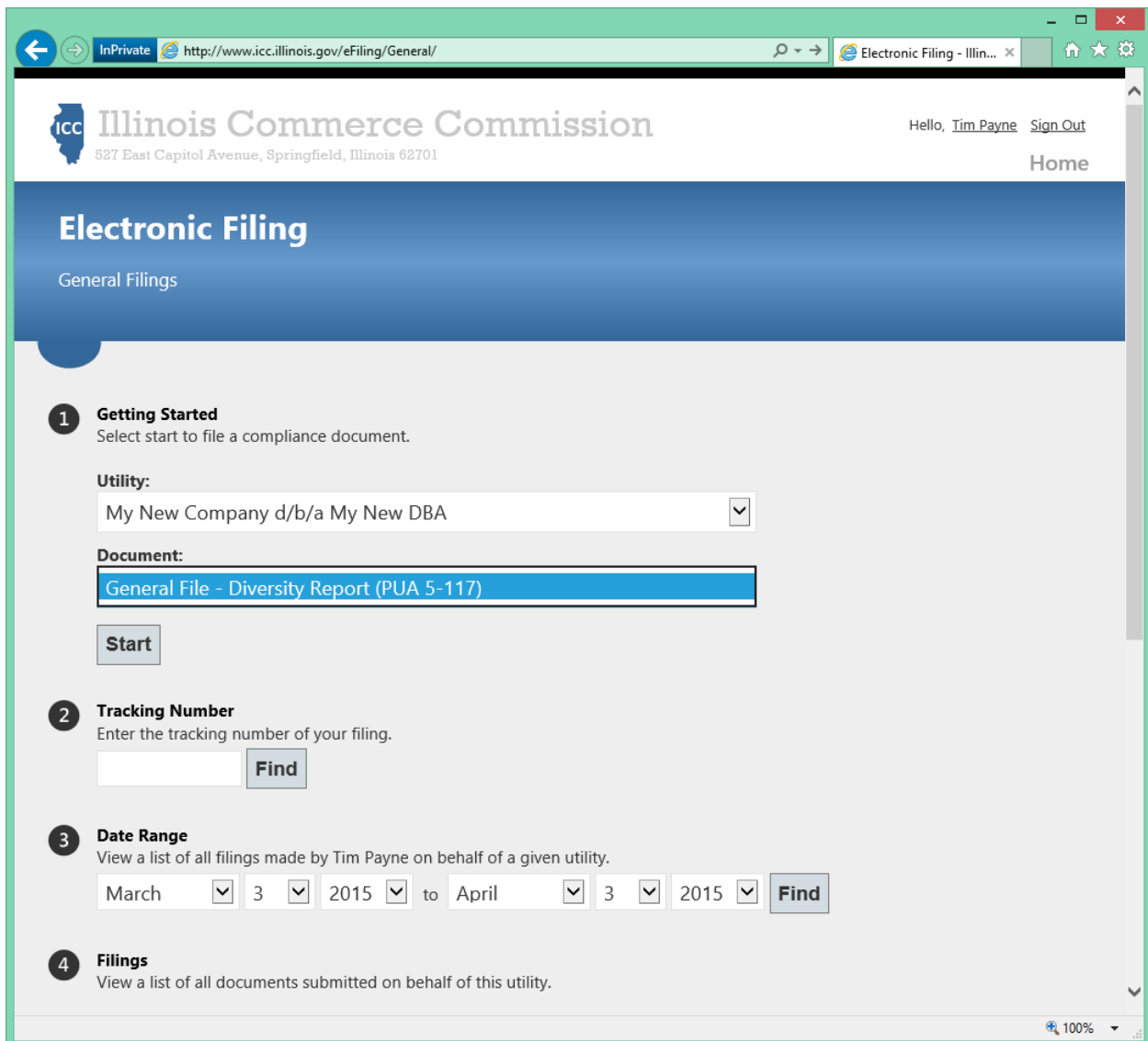
The browser window also shows a "File Edit View Favorites Tools Help" menu bar and a status bar at the bottom indicating "100%" zoom.

## HOW TO USE ELECTRONIC FILING

### Step 3: Select a document from the list

The next step is to select a document type. To select a document, you must be authorized. The document type list will show all document types to which you may file for this utility. If the document type list is empty or incorrect, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.

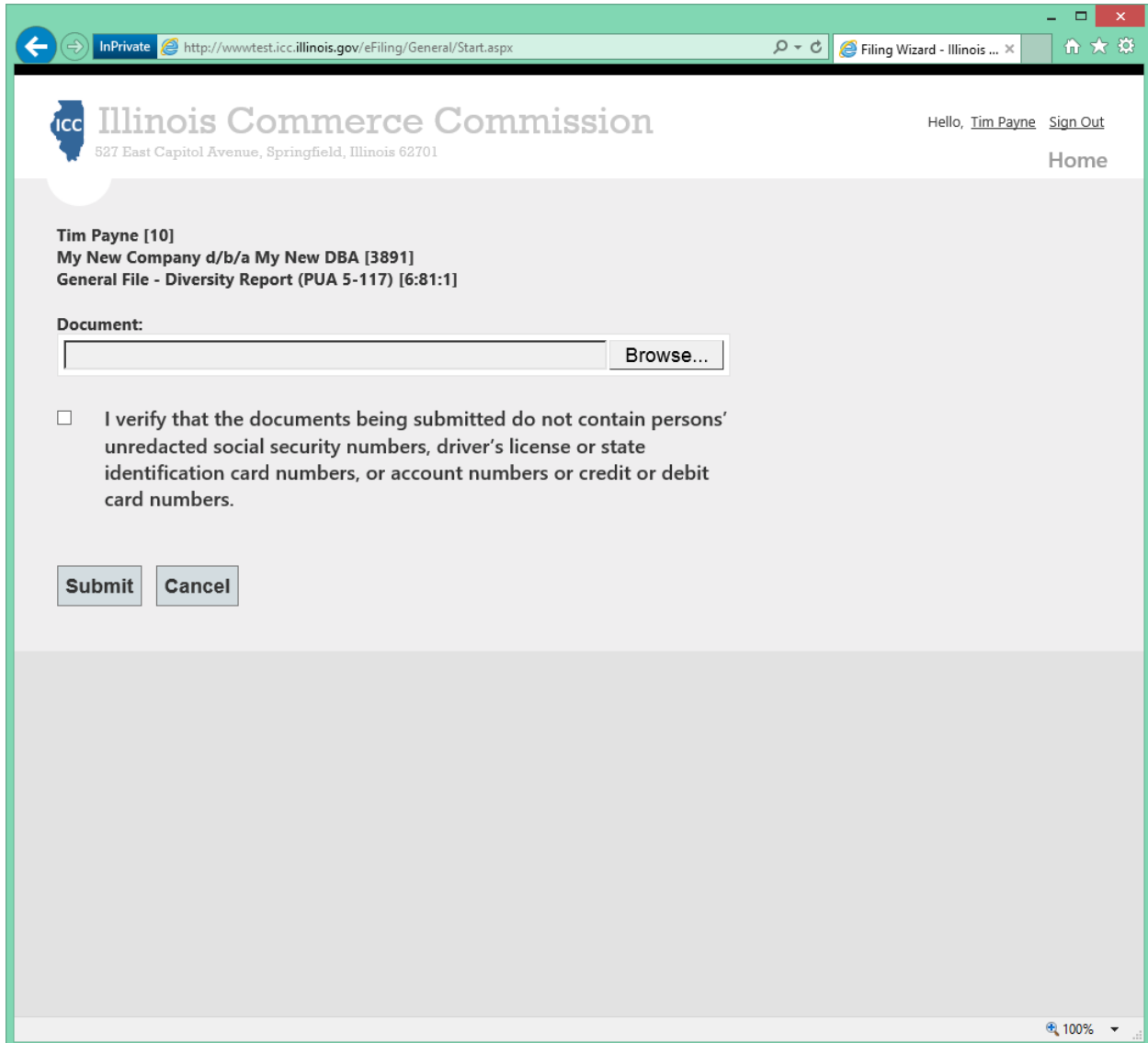
After a utility and document are selected, click the Start button to proceed to the filing wizard.



## HOW TO USE ELECTRONIC FILING

### Step 4: Select a file for upload

The next step is to select a file. To select a document, click the browse button. A dialog box will appear. Navigate to the file on your computer and click it.



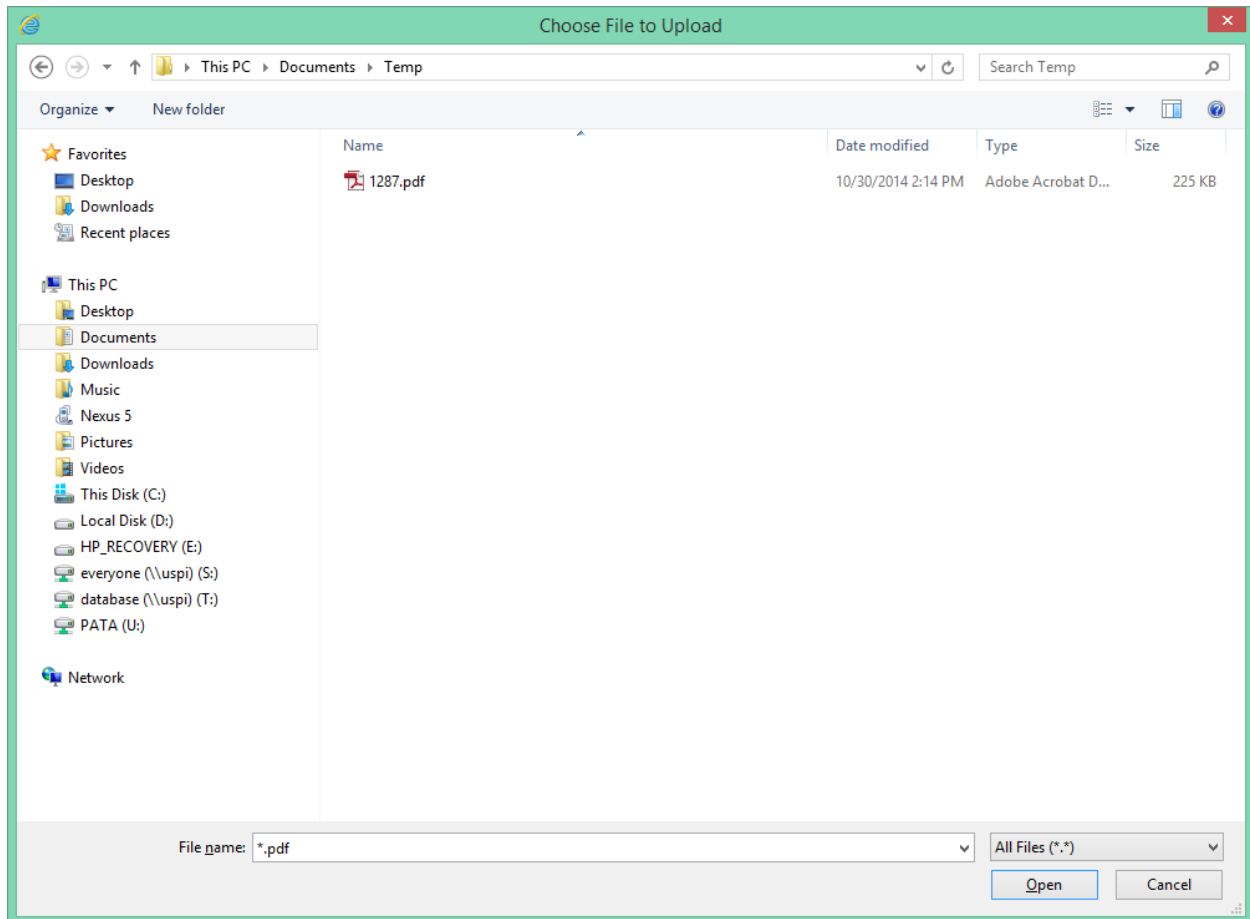
The screenshot shows a web browser window with the URL <http://wwwtest.icc.illinois.gov/eFiling/General/Start.aspx>. The page header includes the Illinois Commerce Commission logo and name, along with the address "527 East Capitol Avenue, Springfield, Illinois 62701". A user greeting "Hello, Tim Payne" and a "Sign Out" link are visible. A "Home" link is also present. The main content area displays the user's name "Tim Payne [10]", the company name "My New Company d/b/a My New DBA [3891]", and the file name "General File - Diversity Report (PUA 5-117) [6:81:1]". Below this, there is a "Document:" label, a text input field, and a "Browse..." button. A checkbox is present with the text "I verify that the documents being submitted do not contain persons' unredacted social security numbers, driver's license or state identification card numbers, or account numbers or credit or debit card numbers." At the bottom of the form, there are "Submit" and "Cancel" buttons. The browser window also shows a "Filing Wizard - Illinois ..." tab and a status bar at the bottom indicating "100%".

Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

## HOW TO USE ELECTRONIC FILING

### Step 5: Choose a file to upload dialog box

From the dialog box, choose the file to upload.

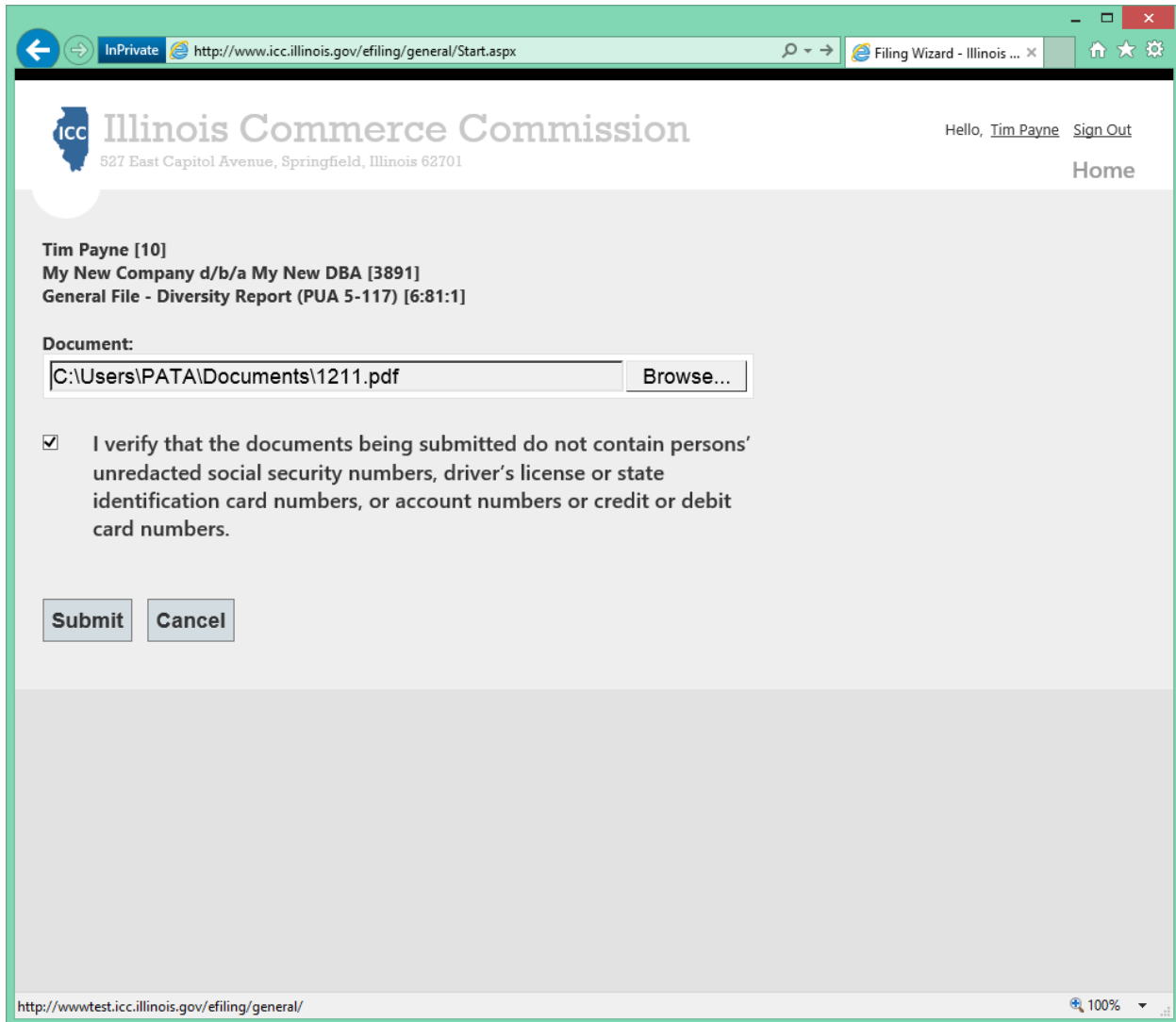


Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.

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### Step 6: Check private information

Once selected, the document field shows the local path for the document. To complete the filing, check the box next to the private information disclaimer, and enter the text at the bottom of the screen. To proceed, click the submit button to upload the document. The cancel button will end the upload and return to the welcome page.



The screenshot shows a web browser window with the URL <http://www.icc.illinois.gov/efiling/general/Start.aspx>. The page header includes the Illinois Commerce Commission logo and name, along with the address "527 East Capitol Avenue, Springfield, Illinois 62701". A user greeting "Hello, Tim Payne" and a "Sign Out" link are visible. The main content area displays the user's name "Tim Payne [10]", company name "My New Company d/b/a My New DBA [3891]", and the filing type "General File - Diversity Report (PUA 5-117) [6:81:1]". Below this, the "Document:" section shows a text field with the path "C:\Users\PATA\Documents\1211.pdf" and a "Browse..." button. A checkbox is checked, indicating the user verifies that the documents do not contain persons' unredacted social security numbers, driver's license or state identification card numbers, or account numbers or credit or debit card numbers. At the bottom of the form are "Submit" and "Cancel" buttons. The footer of the browser window shows the URL <http://wwwtest.icc.illinois.gov/efiling/general/> and a zoom level of 100%.

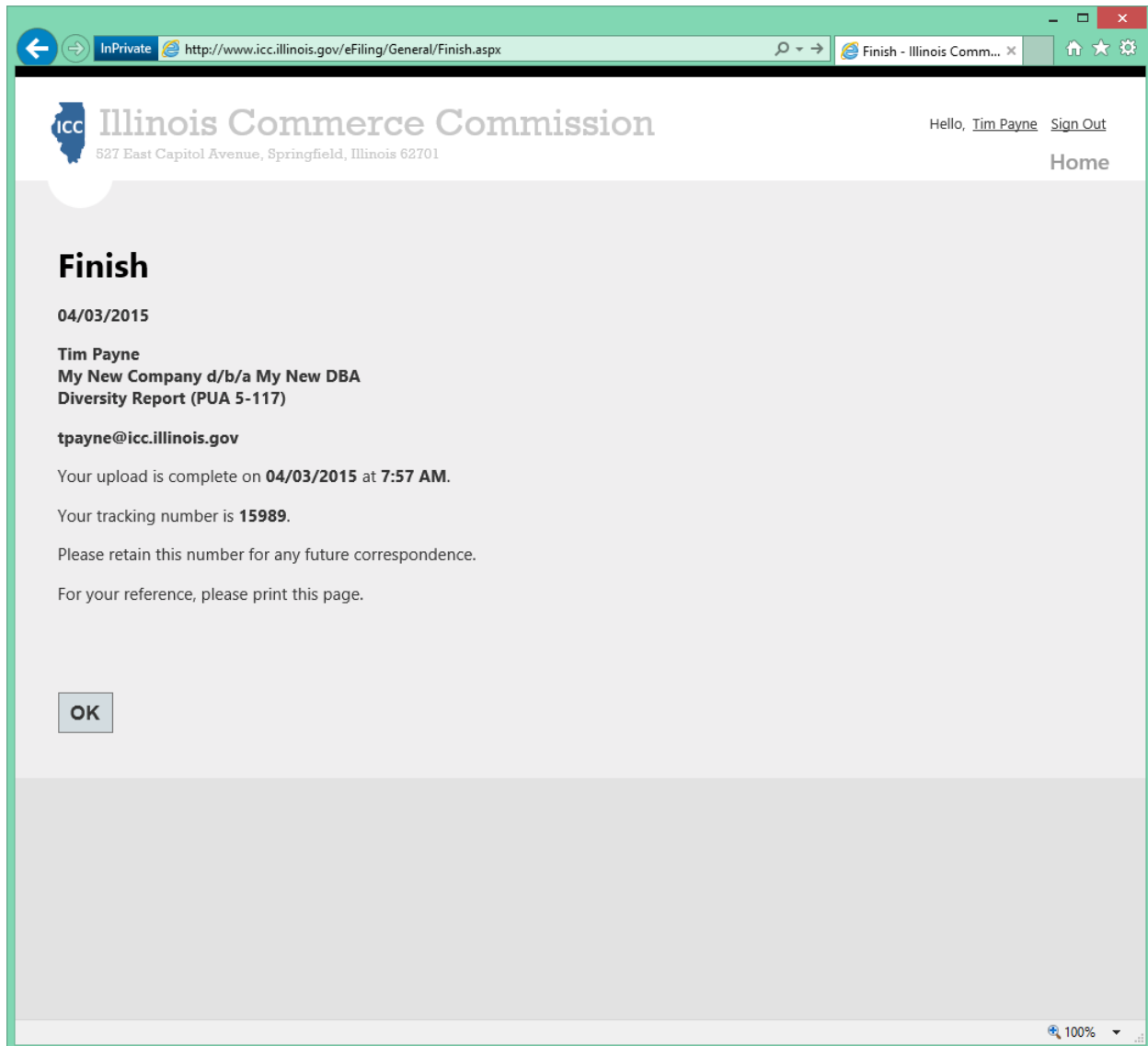
Please Note: Only Adobe Portable Document Format (PDF) may be uploaded.



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### Step 7: Finished

When the upload is complete, the finish page appears. Please print this page for your records. You may need the tracking number for any inquires related to this filing.

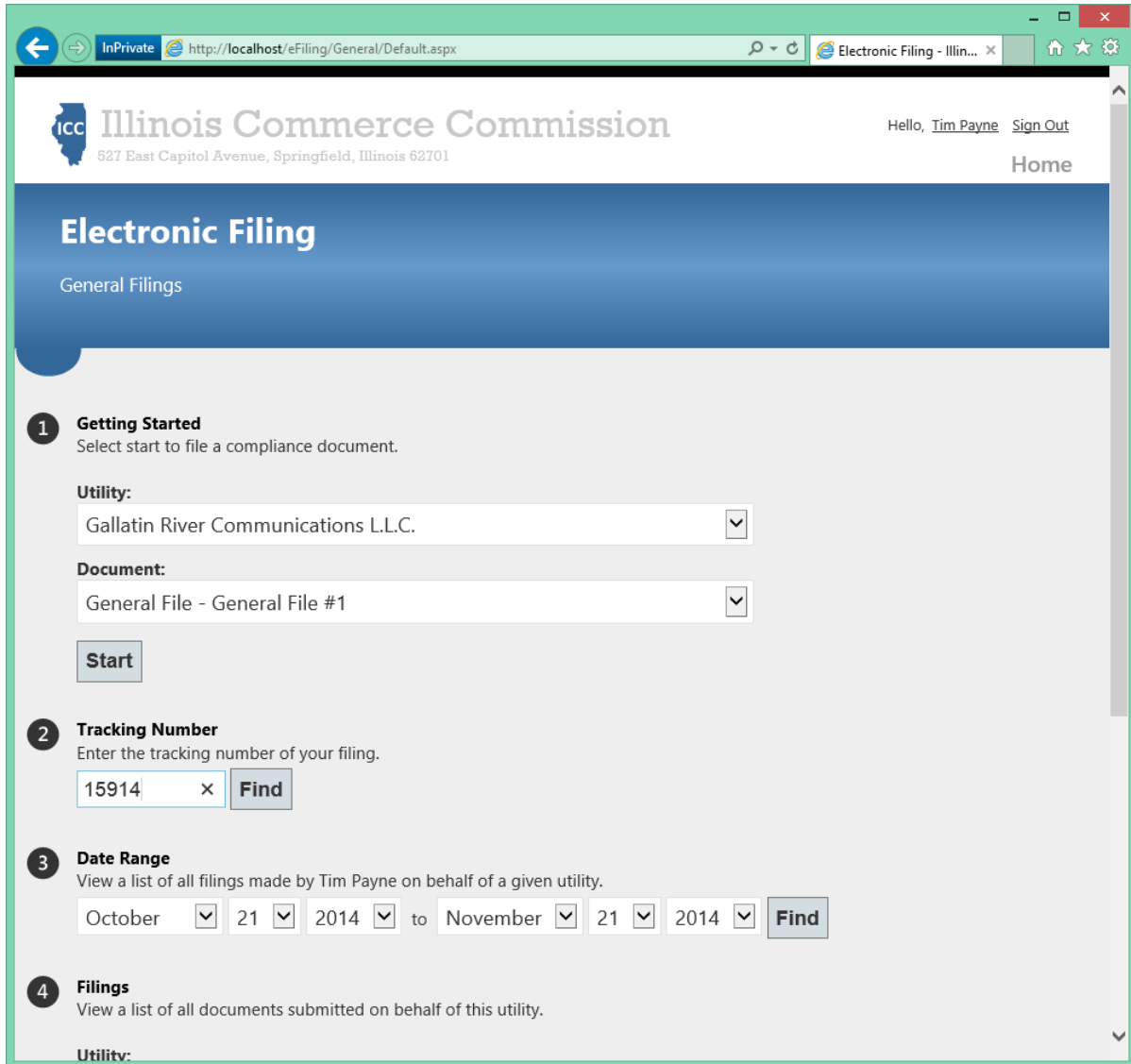


## HOW TO USE ELECTRONIC FILING

### How to Find a Filing Using a Tracking Number

#### Step 1: Enter a Tracking Number

Enter the track number of the filing in the text box. Click the Find button to submit the request.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/Default.aspx`. The page header includes the Illinois Commerce Commission logo and address (527 East Capitol Avenue, Springfield, Illinois 62701), along with a user greeting "Hello, Tim Payne" and a "Sign Out" link. The main heading is "Electronic Filing" with a sub-heading "General Filings".

The interface is divided into four numbered steps:

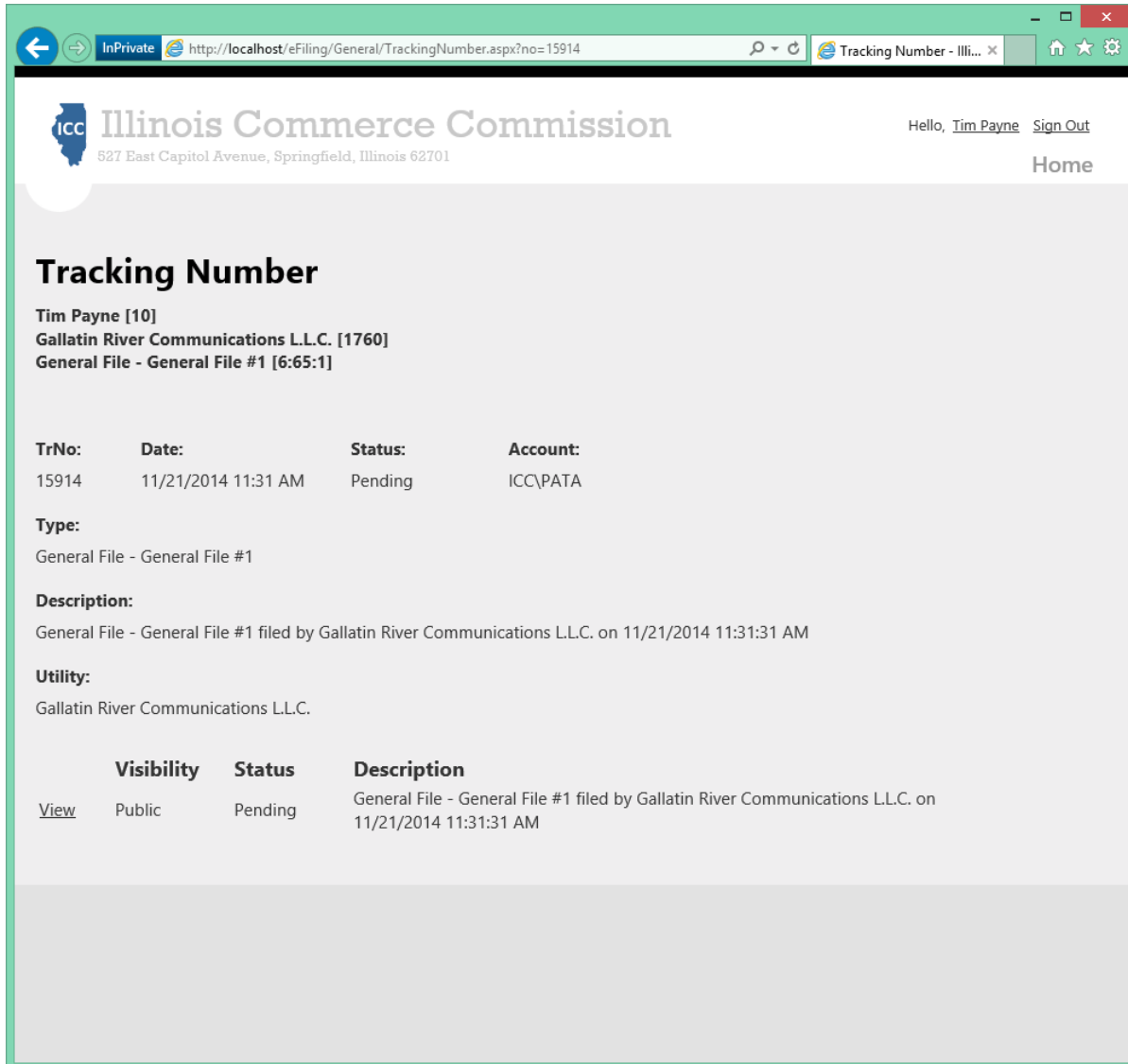
- 1 Getting Started**  
Select start to file a compliance document.  
Utility: Gallatin River Communications L.L.C.  
Document: General File - General File #1  
Start
- 2 Tracking Number**  
Enter the tracking number of your filing.  
15914 × Find
- 3 Date Range**  
View a list of all filings made by Tim Payne on behalf of a given utility.  
October 21 2014 to November 21 2014 Find
- 4 Filings**  
View a list of all documents submitted on behalf of this utility.  
Utility:

## HOW TO USE ELECTRONIC FILING

### How to Find a Filing Using a Tracking Number

#### Step 2: View the Filing

On the tracking number page, all information related to this filing is available.



The screenshot shows a web browser window with the URL <http://localhost/eFiling/General/TrackingNumber.aspx?no=15914>. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne" with a "Sign Out" link and a "Home" link.

### Tracking Number

Tim Payne [10]  
Gallatin River Communications L.L.C. [1760]  
General File - General File #1 [6:65:1]

TrNo:	Date:	Status:	Account:
15914	11/21/2014 11:31 AM	Pending	ICC\PATA

**Type:**  
General File - General File #1

**Description:**  
General File - General File #1 filed by Gallatin River Communications L.L.C. on 11/21/2014 11:31:31 AM

**Utility:**  
Gallatin River Communications L.L.C.

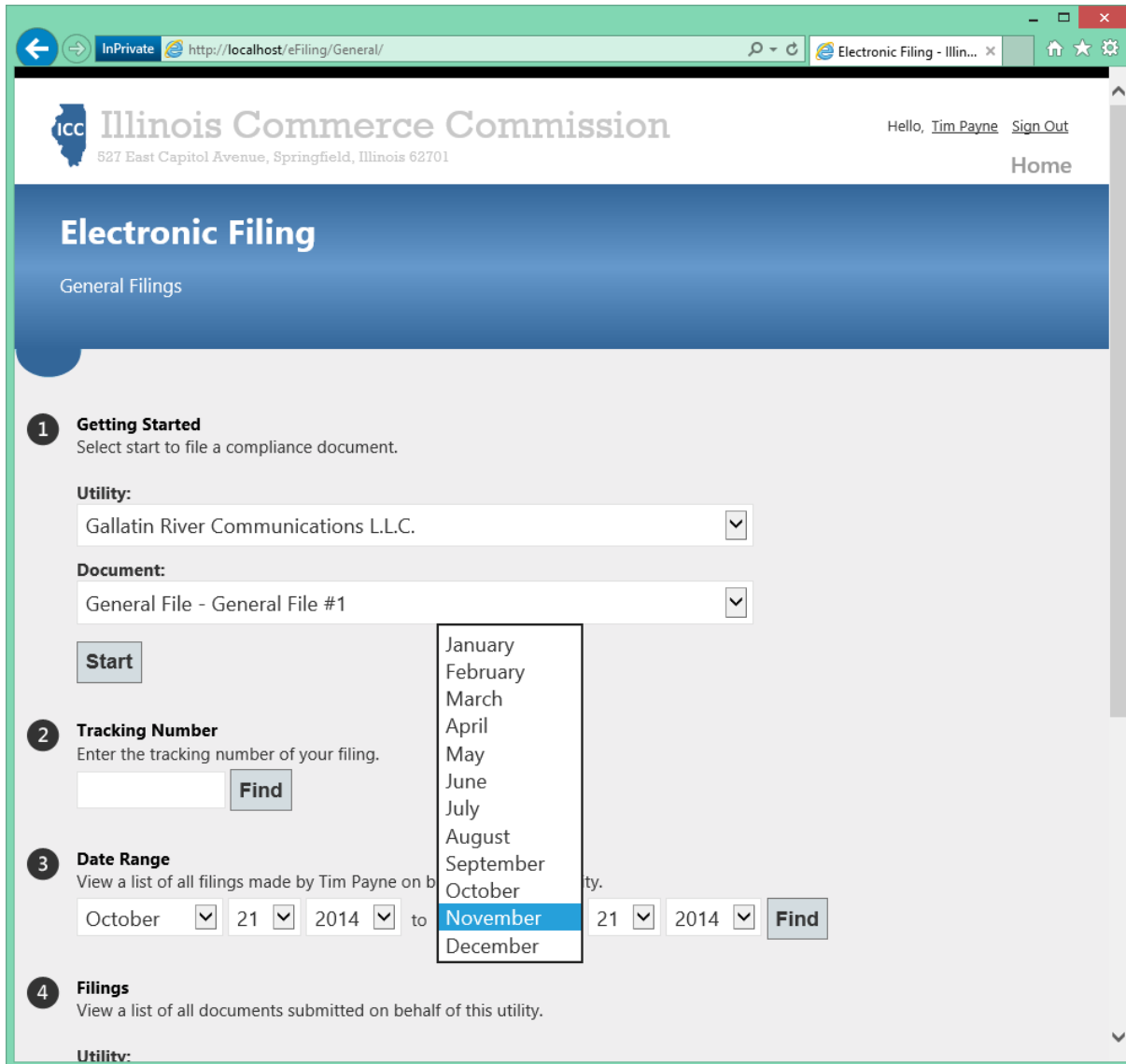
Visibility	Status	Description
<a href="#">View</a> Public	Pending	General File - General File #1 filed by Gallatin River Communications L.L.C. on 11/21/2014 11:31:31 AM

## HOW TO USE ELECTRONIC FILING

### How to Find a Filing Using a Date Range

#### Step 1: Find a Filing Using a Date Range

Select the date range of the filing using the date drop-down lists. Click the Find button to submit the request.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/`. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne" with a "Sign Out" link. A "Home" link is also present. The main heading is "Electronic Filing" with a sub-heading "General Filings".

The interface is divided into four numbered steps:

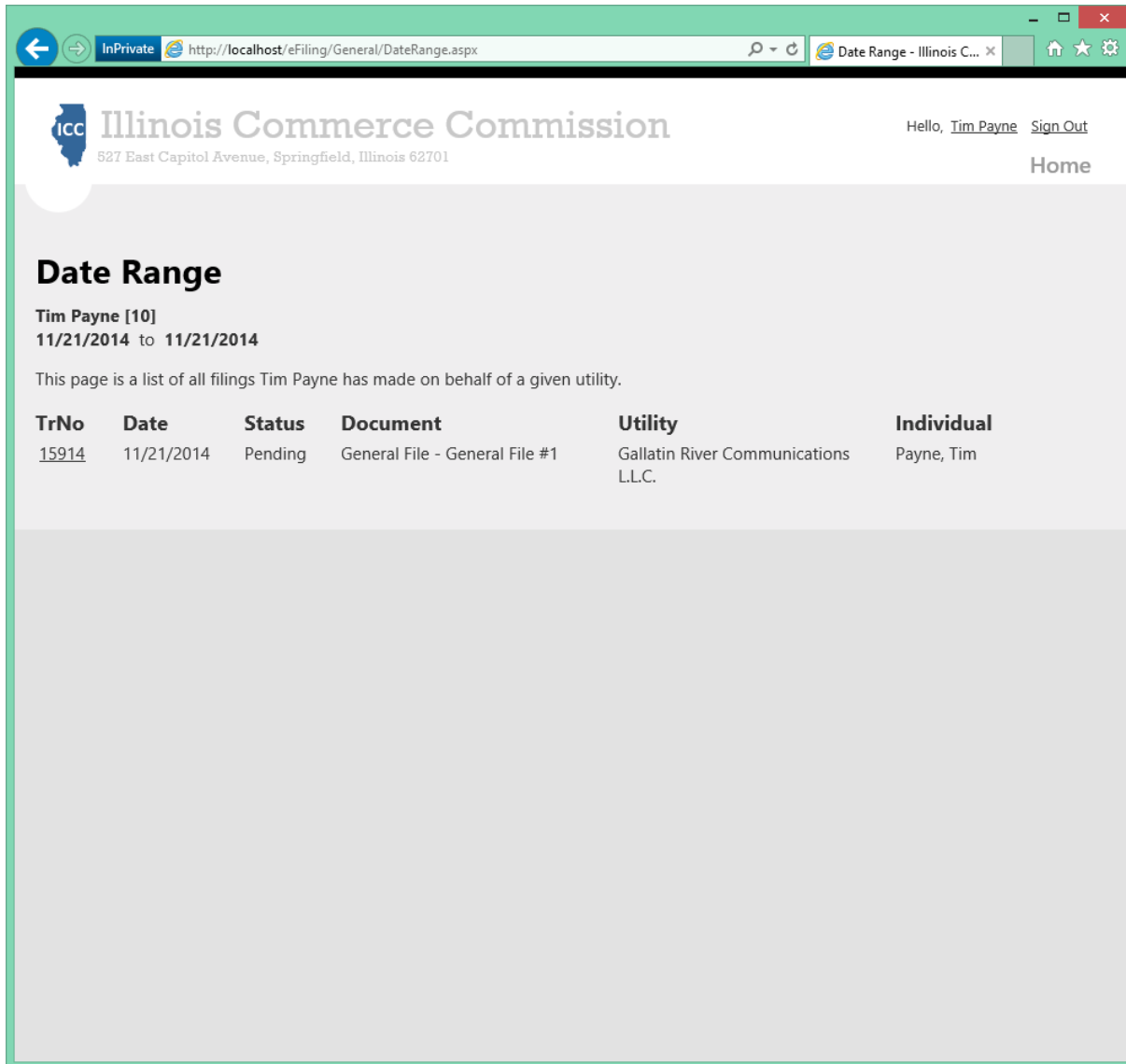
- 1 Getting Started**  
Select start to file a compliance document.  
**Utility:** Gallatin River Communications L.L.C.  
**Document:** General File - General File #1  
A "Start" button is visible.
- 2 Tracking Number**  
Enter the tracking number of your filing.  
A text input field and a "Find" button are shown.
- 3 Date Range**  
View a list of all filings made by Tim Payne on behalf of this utility.  
The date range is set to "October 21, 2014 to November 21, 2014". A "Find" button is visible. A dropdown menu is open for the month selection, showing the following options: January, February, March, April, May, June, July, August, September, October, November (highlighted), and December.
- 4 Filings**  
View a list of all documents submitted on behalf of this utility.  
A "Utility:" label is visible at the bottom of the step.

## HOW TO USE ELECTRONIC FILING

### How to Find a Filing Using a Date Range

#### Step 2: Date Range Report

A list of all filings submitted in the given date range is displayed. Click the tracking number of the filing that you want to view.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/DateRange.aspx`. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, Tim Payne" with a "Sign Out" link. A "Home" link is also present. The main heading is "Date Range". Below it, the user "Tim Payne [10]" is listed for the date range "11/21/2014 to 11/21/2014". A message states: "This page is a list of all filings Tim Payne has made on behalf of a given utility." A table displays the filing information:

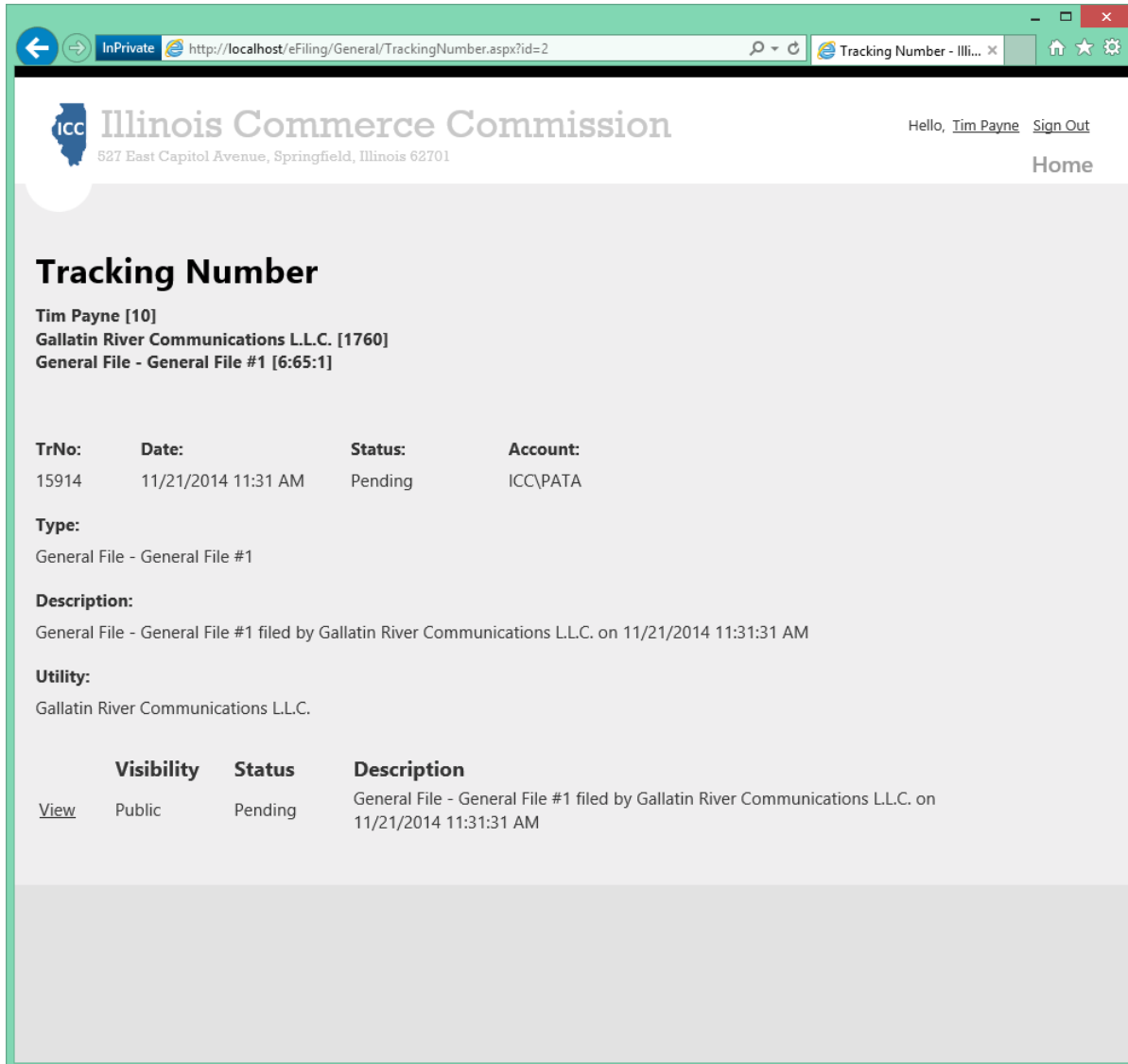
TrNo	Date	Status	Document	Utility	Individual
<a href="#">15914</a>	11/21/2014	Pending	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim

## HOW TO USE ELECTRONIC FILING

### How to Find a Filing Using a Date Range

#### Step 3: View the Filing

On the tracking number page, all information related to this filing is available.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/TrackingNumber.aspx?id=2`. The page header includes the Illinois Commerce Commission logo and address (527 East Capitol Avenue, Springfield, Illinois 62701), along with a user greeting "Hello, Tim Payne" and a "Sign Out" link. The main heading is "Tracking Number". Below this, the filing details are listed: "Tim Payne [10]", "Gallatin River Communications L.L.C. [1760]", and "General File - General File #1 [6:65:1]". A table displays the filing information:

TrNo:	Date:	Status:	Account:
15914	11/21/2014 11:31 AM	Pending	ICC\PATA

Below the table, the "Type:" is "General File - General File #1". The "Description:" is "General File - General File #1 filed by Gallatin River Communications L.L.C. on 11/21/2014 11:31:31 AM". The "Utility:" is "Gallatin River Communications L.L.C.". At the bottom, there is a table with columns "Visibility", "Status", and "Description":

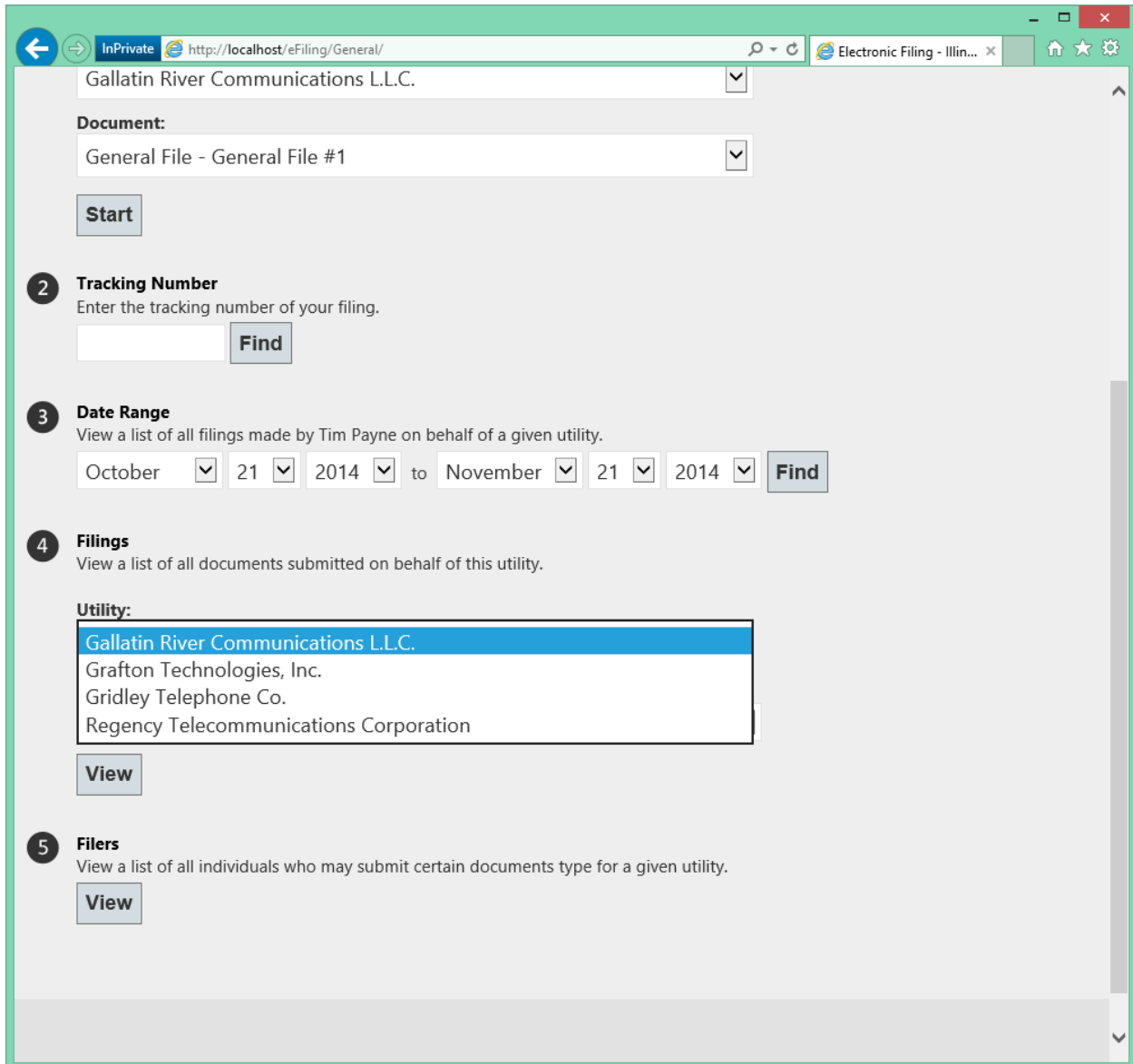
Visibility	Status	Description
<a href="#">View</a> Public	Pending	General File - General File #1 filed by Gallatin River Communications L.L.C. on 11/21/2014 11:31:31 AM

## HOW TO USE ELECTRONIC FILING

### How to view a list of documents submitted on behalf of this utility

#### Step 1: View a list of documents submitted on behalf of this utility

Under the Filings headings, select a utility. To view the documents submitted on behalf of this company, click the view button.



The screenshot shows a web browser window with the URL `http://localhost/eFiling/General/`. The page is titled "Electronic Filing - Illinois". At the top, there is a dropdown menu for "Gallatin River Communications L.L.C.". Below this, there is a "Document:" section with a dropdown menu for "General File - General File #1" and a "Start" button. The main content area is divided into five numbered sections:

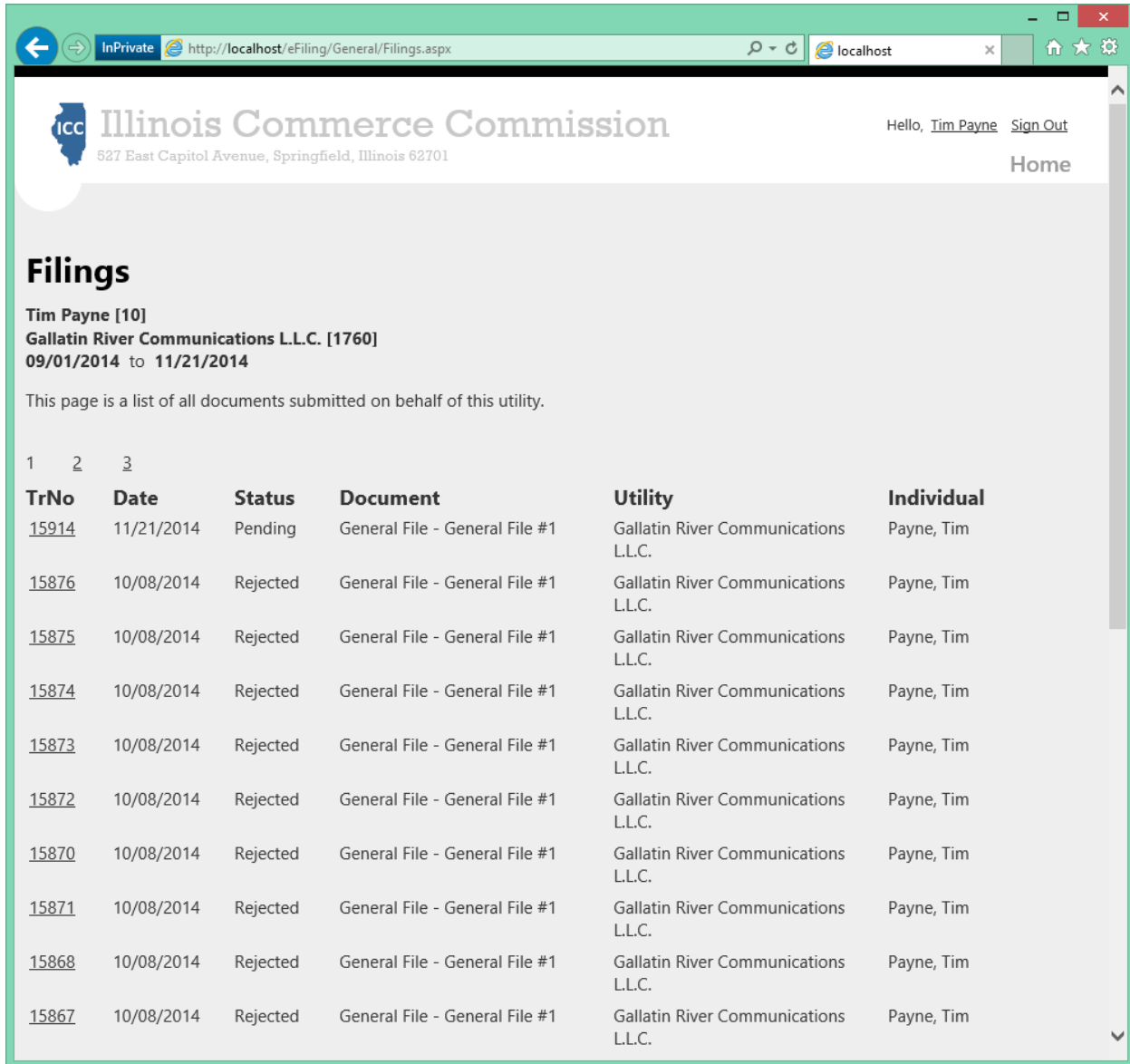
- Tracking Number**  
Enter the tracking number of your filing.  
[Input field] [Find]
- Date Range**  
View a list of all filings made by Tim Payne on behalf of a given utility.  
October [dropdown] 21 [dropdown] 2014 [dropdown] to November [dropdown] 21 [dropdown] 2014 [dropdown] [Find]
- Filings**  
View a list of all documents submitted on behalf of this utility.  
**Utility:**  
[Dropdown menu showing: Gallatin River Communications L.L.C., Grafton Technologies, Inc., Gridley Telephone Co., Regency Telecommunications Corporation]  
[View]
- Filers**  
View a list of all individuals who may submit certain documents type for a given utility.  
[View]

## HOW TO USE ELECTRONIC FILING

### How to view a list of documents submitted on behalf of this utility

#### Step 2: Filings Report

Click the tracking number of the filing that you want to view.



**Illinois Commerce Commission**  
 527 East Capitol Avenue, Springfield, Illinois 62701

Hello, [Tim Payne](#) [Sign Out](#)

[Home](#)

### Filings

**Tim Payne [10]**  
**Gallatin River Communications L.L.C. [1760]**  
**09/01/2014 to 11/21/2014**

This page is a list of all documents submitted on behalf of this utility.

TrNo	Date	Status	Document	Utility	Individual
<a href="#">15914</a>	11/21/2014	Pending	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
<a href="#">15876</a>	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
<a href="#">15875</a>	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
<a href="#">15874</a>	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
<a href="#">15873</a>	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
<a href="#">15872</a>	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
<a href="#">15870</a>	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
<a href="#">15871</a>	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
<a href="#">15868</a>	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim
<a href="#">15867</a>	10/08/2014	Rejected	General File - General File #1	Gallatin River Communications L.L.C.	Payne, Tim

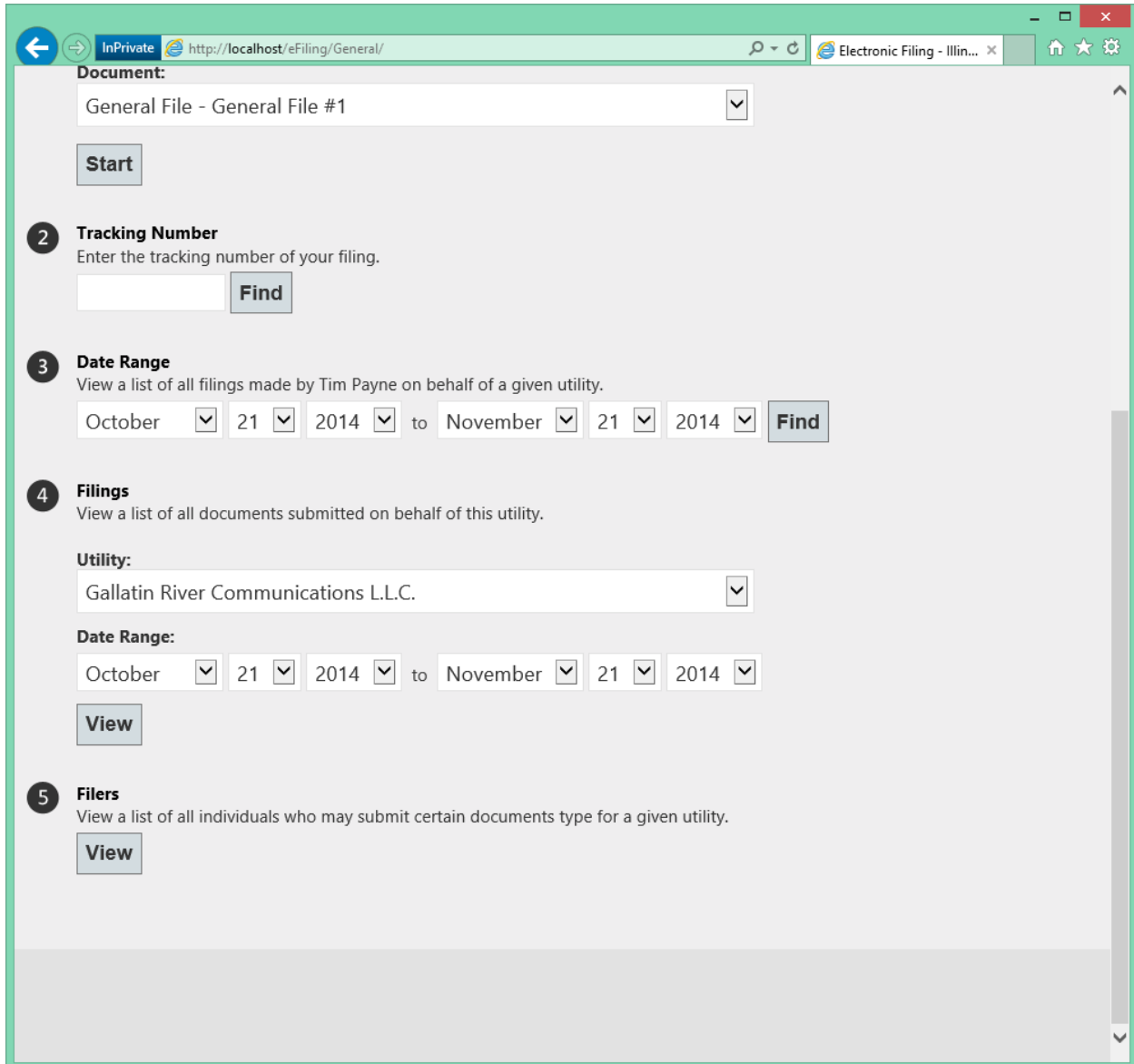


## HOW TO USE ELECTRONIC FILING

### View a list of all individuals who may submit certain documents type for a given utility

#### Step 1: List of individuals who may submit documents for a given utility

Click the view button to see the report.



The screenshot shows a web browser window with the URL <http://localhost/eFiling/General/>. The page is titled "Electronic Filing - Illinois" and contains a series of steps to view a list of filers for a given utility.

**Document:**  
General File - General File #1

**Start**

**2 Tracking Number**  
Enter the tracking number of your filing.  
 **Find**

**3 Date Range**  
View a list of all filings made by Tim Payne on behalf of a given utility.  
October  21  2014  to November  21  2014  **Find**

**4 Filings**  
View a list of all documents submitted on behalf of this utility.  
**Utility:**  
Gallatin River Communications L.L.C.   
**Date Range:**  
October  21  2014  to November  21  2014   
**View**

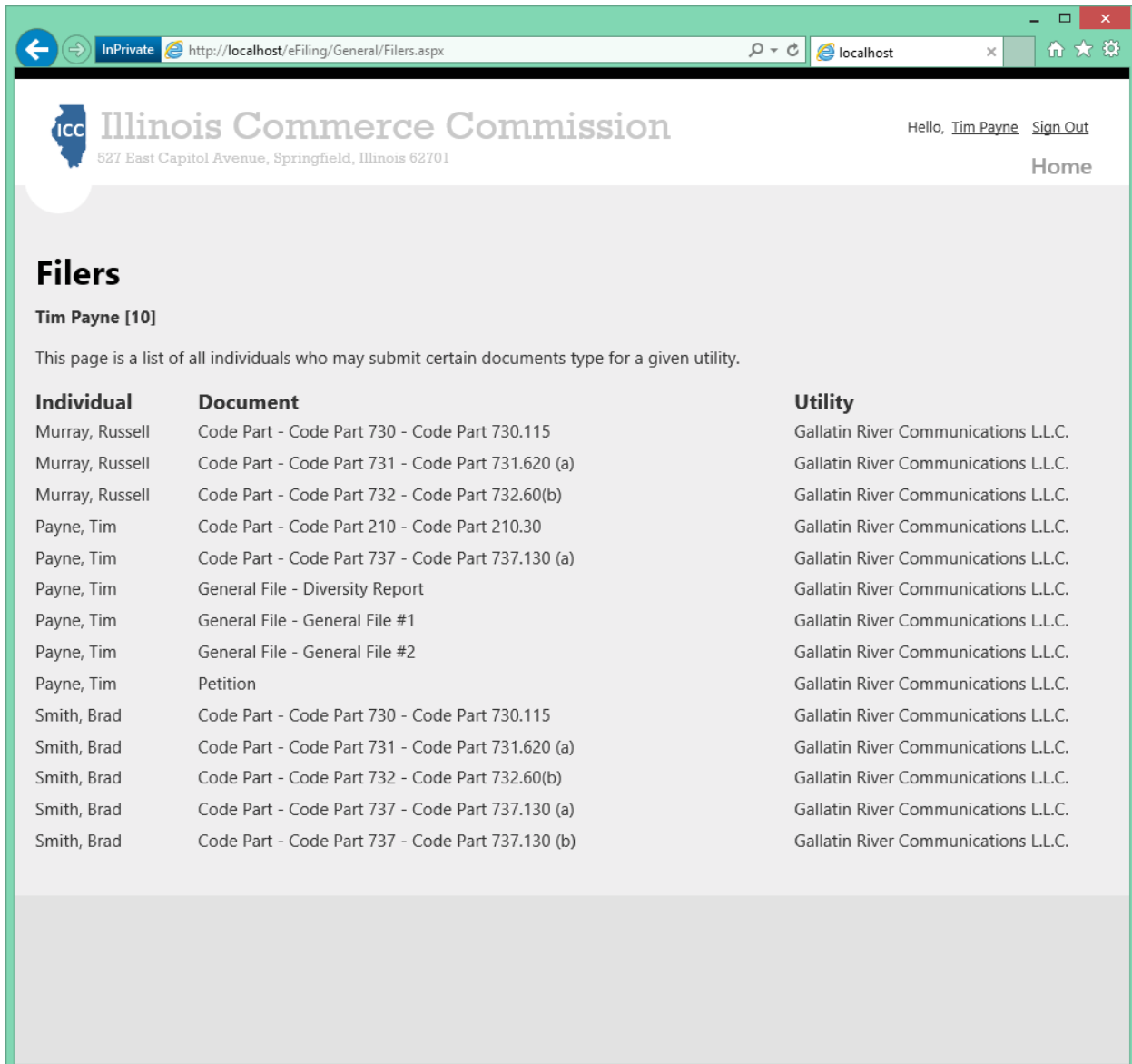
**5 Filers**  
View a list of all individuals who may submit certain documents type for a given utility.  
**View**

## HOW TO USE ELECTRONIC FILING

### View a list of all individuals who may submit certain documents type for a given utility

#### Step 1: Filers Report

A list of all filers by document for a given utility.



The screenshot shows a web browser window with the URL <http://localhost/eFiling/General/Filers.aspx>. The page header includes the Illinois Commerce Commission logo and name, the address "527 East Capitol Avenue, Springfield, Illinois 62701", and a user greeting "Hello, [Tim Payne](#) [Sign Out](#)". A "Home" link is also present.

### Filers

**Tim Payne [10]**

This page is a list of all individuals who may submit certain documents type for a given utility.

Individual	Document	Utility
Murray, Russell	Code Part - Code Part 730 - Code Part 730.115	Gallatin River Communications L.L.C.
Murray, Russell	Code Part - Code Part 731 - Code Part 731.620 (a)	Gallatin River Communications L.L.C.
Murray, Russell	Code Part - Code Part 732 - Code Part 732.60(b)	Gallatin River Communications L.L.C.
Payne, Tim	Code Part - Code Part 210 - Code Part 210.30	Gallatin River Communications L.L.C.
Payne, Tim	Code Part - Code Part 737 - Code Part 737.130 (a)	Gallatin River Communications L.L.C.
Payne, Tim	General File - Diversity Report	Gallatin River Communications L.L.C.
Payne, Tim	General File - General File #1	Gallatin River Communications L.L.C.
Payne, Tim	General File - General File #2	Gallatin River Communications L.L.C.
Payne, Tim	Petition	Gallatin River Communications L.L.C.
Smith, Brad	Code Part - Code Part 730 - Code Part 730.115	Gallatin River Communications L.L.C.
Smith, Brad	Code Part - Code Part 731 - Code Part 731.620 (a)	Gallatin River Communications L.L.C.
Smith, Brad	Code Part - Code Part 732 - Code Part 732.60(b)	Gallatin River Communications L.L.C.
Smith, Brad	Code Part - Code Part 737 - Code Part 737.130 (a)	Gallatin River Communications L.L.C.
Smith, Brad	Code Part - Code Part 737 - Code Part 737.130 (b)	Gallatin River Communications L.L.C.